

**RECORDS DESTRUCTION BOARD  
Meeting Minutes**

**December 17, 2004**

**Public Utilities Commission Conference Room  
Capitol Building  
Pierre, South Dakota**

The Records Destruction Board meeting was called to order by Deputy Commissioner Steve Stoneback at 1:03 PM on Friday, December 17, 2004, in the Public Utilities Commission Conference Room, Capitol Building, Pierre, South Dakota.

A quorum was determined with the following members present: Gary Campbell, Attorney General's Office; Rich Sattgast, State Auditor; Marvene Riis, State Archives Office; Gary Hoscheid, Legislative Audit. Bureau of Administration board members present included Steve Stoneback and Mary Bisson. Gloria Guericke was the recording secretary. Dana Hoffer of Records Management was also present.

Chairperson Stoneback thanked Mary and Dana for compiling the information being reviewed at today's meeting.

**Agriculture**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to revise two existing record series for the Department of Agriculture having the record series numbers of 101-1 and 101-4 and to add two record series having the record series numbers of 101-18 and 201-5.

The floor was opened for discussion.

**Marvene Riis moved and Gary Campbell seconded the motion to accept the current petition. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-001.

**Animal Industry Board**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to add two record series for the Animal Industry Board having the record series numbers of 910-27 and 910-28.

The floor was opened for discussion.

**Gary Hoscheid moved and Rich Sattgast seconded the motion to accept the current petition. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-002.

### **Attorney General**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to revise seventy-six existing record series for the Office of the Attorney General having the record series numbers of AG-9, AG-19, AG-33, AG-34, AG-38, AG40, AG-43, AG-45, AG-57, AG-69, AG-90 through AG-114, AG-116, AG-117, AG-118, AG-120, AG-123 through AG-130, AG-133 through AG-159, AG-162, AG-163, and AG164 ; add fifty-two record series having the record series numbers of AG-2-1, AG-3-1, AG-6-1, AG-6-2, AG-6-3, AG-9-1, AG-27-1, AG-33-1, AG-35-1, AG-35-2, AG-36-1, AG38-1, AG-39-1, AG-43-1, AG-43-2, AG-46-1, AG-50-1, AG-56-1, AG-60-1, AG-62-1, AG-64-1, AG-74-1, AG-82-1, AG-85-1, AG-89-1, AG-92-1, AG-92-2, AG-95-1, AG-1021, AG-117-1, AG-119-1, AG-120-1, AG-125-1, AG-130-1, AG-131-1, AG-131-2, AG134-1, AG-144-1, AG-146-1, AG-155-1, AG-155-2, AG-158-1, AG-158-2, AG-159-1, AG-161-1, AG-161-2, AG-162-1, AG-163-1, AG-163-2, AG-163-3, AG-165-1, and AG165-2; and delete twelve record series having the record series numbers of AG-6, AG37, AG-115, AG-119, AG-121, AG-122, AG-131, AG-132, AG-137, AG-160, AG-161, and AG-165.

Gary Hoscheid expressed concern about AG-18. He felt that the retention should contain the standard audit language. Dana Hoffer noted that AG-18 is not being changed at this time. Mary Bisson asked if the federal audit language needed added. Gary replied that it needed added if they have an employee working with federal funds. Mary stated that she would notify the Records Officer about this request.

Gary Hoscheid expressed the same concern about AG-74, which contains the federal Medicaid Fraud Control Units collection status reports. Standard audit language needs inserted into this records retention schedule. Mary stated that she would notify the Records Officer about this request.

Gary Hoscheid asked if any federal funds were involved in the files referenced in AG97.

**Gary Hoscheid moved and Gary Campbell seconded the motion to change the retention timelines to reflect the standard audit language'. The motion passed unanimously by voice vote.**

Gary Hoscheid discussed the information referenced in AG-126. He stated that if the information is not contained in the fiscal office, then the standard audit language needs inserted.

**Gary Hoscheid moved and Rich Sattgast seconded the motion to insert the standard language in AG-126. The motion passed unanimously by voice vote.**

**Steve Stoneback asked if the current petition for the Attorney General's records be passed as amended. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-003.

### **Brand Board**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to revise one existing record series for the Brand Board having the record series number of 080-11 and add one record series having the record series number of 080-15.

**Marvene Riis moved and Gary Hoscheid seconded the motion to adopt the Brand Board's petition. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-004.

### **Bureau of Administration**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to add two record series for the Bureau of Administration Commissioner's Office having the record series number of BOA-4-1 and BOA-4-2; and delete one record series have the record series number of BOA-2.

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1 "Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken."

**Steve Stoneback moved and Gary Campbell seconded the motion to accept the current petition for the Bureau of Administration. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-005.

#### **Bureau of Information and Telecommunications**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to revise two existing record series for the Bureau of Information and Telecommunications having the record series number of BIT-47 and BIT-104.

**Marvene Riis moved and Gary Hoscheid seconded the motion to adopt the current petition. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-006.

#### **Bureau of Personnel**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to revise two existing record series for the Bureau of Personnel having the record series number of BOP-44 and BOP-47; and add one record series have the record series number of BOP-81.

**Gary Hoscheid questioned the records retention timeframe in BOP-81 and moved that it be changed to reflect standard audit language. Rich Sattgast seconded the motion. The motion passed unanimously by voice vote.**

**Gary Hoscheid moved and Marvene Riis seconded the motion to approve the petition as amended. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-007.

#### **Department of Corrections**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to update the Department of Corrections Records Retention and Destruction

Schedule (RRDS) with 309 records having the record series numbers of DOC-1 through DOC-81, ADULT-1 through ADULT-87, JCA-1 through JCA-14, PS-1 through PS-35, PI-1 through PI-14, and STAR-1 through STAR-78.

**Marvene Riis moved that DOC-61 be amended by adding the standard language for archival screening. Gary Hoscheid seconded the motion. The motion passed unanimously by voice vote.**

**Marvene Riis moved and Gary Hoscheid seconded the motion to accept the current petition as amended. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-008.

### **Department of Education**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to add one record series for the Department of Education having the record series number of DECA-561.

**Gary Hoscheid moved and Gary Campbell seconded the motion to adopt the current petition. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-009.

### **Department of Environment and Natural Resources**

Deputy Commissioner asked the Board to consider the current petition to revise one existing record series for the Department of Environment and Natural Resources having the record series number of DENR-225, and add one record series having the record series number of DENR-237.

**Marvene Riis moved and Gary Campbell seconded the motion to adopt the current petition. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-010.

## **Department of Game, Fish and Parks**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to update the Department of Game, Fish and Parks Records Retention and Destruction Schedule (RRDS) with 475 records having the record series numbers of GFP-1 through GFP-475.

**Marvene Riis moved and Gary Hoscheid seconded the motion to accept the current petition. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-011.

## **Department of Health**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to revise fifteen record series for the Department of Health having record series numbers of HEA-49, HEA-193, HEA-188, HEA-185, HEA-216, HEA-329, HEA-241, HEA-245, HEA-247, HEA-252, HEA-273, HEA-276, HEA-316, HEA-315, and HEA-317; add nineteen record series having record series numbers of HEA-333 through HEA-351; and delete thirteen record series having record series numbers of HEA-170, HEA-171, HEA-174, HEA-175, HEA-176, HEA-230, HEA-331, HEA-332, HEA-232, HEA-233, HEA-238, HEA-274, and HEA-296.

**Gary Hoscheid moved and Marvene Riis seconded the motion to adopt the current petition. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-012.

## **Department of Human Services**

Consider the current petition to update the Department of Human Services Records Retention and Destruction Schedule (RRDS) with 118 records having the record series numbers of HS-1 through HS-118.

**Gary Hoscheid moved that the standard audit language be added to HS-10. Gary Campbell seconded the motion. The motion passed unanimously by voice vote.**

**Gary Hoscheid moved that the standard audit language be added to HS-44. Rich Sattgast seconded the motion. The motion passed unanimously by voice vote.**

**Gary Hoscheid moved and Marvene Riis seconded the motion to adopt the petition as amended. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-013.

### **Department of Public Safety**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to update the Department of Public Safety Records Retention and Destruction Schedule (RRDS) with 251 records having the record series numbers of EM-1 through EM-8; EMS-1 through EMS-8; FM-1 through FM-22; AR-1 through AR-21; HP-1 through HP-98; HS-1 through HS-4; SRC-1 through SRC-20; DL-1 through DL-37; ISP-1 through ISP-6; WM-1 through WM-10; HLS-1 through HLS-7; and DPS-1 through DPS10.

Gary Hoscheid expressed concerns regarding HP-76 in that we do not know how long copies filed in the Highway Patrol office are retained. The copies need to be retained somewhere for the standard audit.

Steve Stoneback stated that the Property Management office would maintain the original inventory forms.

**Gary Hoscheid discussed HLS-5 and moved that HLS-5 be amended to include the standard audit language. Marvene Riis seconded the motion. The motion passed unanimously by voice vote.**

**Gary Campbell moved and Gary Hoscheid seconded the motion to adopt the petition as amended. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-014.

### **Department of Revenue and Regulation**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to revise thirty-seven existing records for the Department of Revenue and Regulation having record series numbers of INS-131, INS-133, INS-134, INS-135, !NS137, INS-138, INS-139, INS-140, INS-141, INS-142, INS-165, INS-145, INS-146, INS147, INS-150, INS-149, INS-151, INS-132, INS-152, INS-423, INS-153, INS-154, INS155, INS-156, INS-158, INS-159, INS-160, INS-161, INS-162, INS-163, INS-164, INS167, INS-168, INS-392, INS-393, INS-169, and INS-170; and delete six records having

the record series numbers of COM-136, COM-143, COM-144, COM-148, COM-157, and COM-166.

**Marvene Riis moved and Gary Hoscheid seconded the motion to adopt the current petition. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-015.

### **Department of Social Services**

Consider the current petition to revise thirteen existing records for the Department of Social Services having record series numbers of SOC-404, SOC-179, SOC-180, SOC392, SOC-184, SOC-421, SOC-431, SOC-188, SOC-430, SOC-418, SOC-413, SOC336, and SOC-382; and delete four records having record series numbers of SOC-432, SOC-333, SOC-337, and SOC-339.

Gary Hoscheid expressed concern about SOC-181. Dana Hoffer noted that SOC-181 is not currently being amended. Mr. Hoscheid requested that audit language be added to the retention for next year. Mary stated that she would notify the Records Officer about this request.

Gary Hoscheid expressed concern that SOC-187 does not have the language for outstanding claims, litigation, etc., and that this information be kept until the situation is resolved. Mary stated that she would notify the Records Officer about this request.

**Gary Hoscheid moved that the words, "provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken" be added to SOC-431. Rich Sattgast seconded the motion. The motion passed unanimously by voice vote.**

**Gary Hoscheid moved and Rich Sattgast seconded the motion to adopt the petition as amended. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-016.

### **Department of Transportation**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to revise thirty-one existing records for the Department of Transportation having the record series numbers of DOT-10, DOT-11, DOT-37, DOT-39, DOT-55, DOT-57,



DOT-62, DOT-64, DOT-68, DOT-71, DOT-75, DOT-76, DOT-81, DOT-82, DOT-141, DOT-148, DOT-45, DOT-47, DOT-48, DOT-155, DOT-205, DOT-224, DOT-226, DOT-230, DOT-238, DOT-239, DOT-259, DOT-314, DOT-342, DOT-170, and DOT-175; add twelve records having the record series numbers of DOT-15-1, DOT-35-1, DOT-67-1, DOT-155-1, DOT-157-1, DOT-207-1, DOT-234-1, DOT-236-1, DOT-265-1, DOT-270-1, DOT-270-2, and DOT-284-1; and delete nine record having the record series numbers of DOT-12, DOT-27, DOT-74, DOT-77, DOT-149, DOT-44, DOT-154, DOT-248, and DOT-320.

**Marvene Riis moved that standard archival language be added to DOT-270-1. Gary Hoscheid seconded the motion. The motion passed unanimously by voice vote.**

Gary Hoscheid requested that standard audit language be added to DOT-56 for the next Board meeting.

**Gary Hoscheid moved and Gary Campbell seconded the motion to add standard audit language to DOT-71. The motion passed unanimously by voice vote.**

**Marvene Riis moved and Gary Hoscheid seconded the motion to adopt the current petition as amended. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-017.

### **Secretary of State**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to revise one existing record series for the Secretary of State having the record series number of SOS-46.

Mary Bisson explained that, as of July 1, 2003, the Secretary of State's office is no longer required to keep the fuel tax agreements. This retention is being deleted from their manual.

Gary Hoscheid asked where the originals are being stored. Mary replied that they are stored with the Division of Motor Vehicles and that this office also has the agreements from the time they were filed in the Secretary of State's office. Rich Sattgast replied that if this is noted in statute, people will know where to find this information.

**Rich Sattgast moved and Gary Hoscheid seconded the motion to approve the current petition. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-018.

### **South Dakota County Treasurers**

Consider the current petition to update the South Dakota County Treasurers' Records Retention and Destruction Schedule (RRDS) with 57 records having the record series numbers of TRS 04-1 through TRS 04-57.

Gary Hoscheid referenced TRS-04-10 and stated that county audits are done every other year. The records need to be kept in office for at least 3 years until Legislative Audit has audited them. Gary noted that federal funds are involved. He felt that the standard audit language would more than adequately cover his concerns.

**Gary Hoscheid moved and Rich Sattgast seconded the motion to include standard audit language in TRS-04-10. The motion passed unanimously by voice vote.**

Gary Hoscheid expressed the same concern for TRS 04-15 as with TRS-04-10.

**Gary Hoscheid moved and Gary Campbell seconded the motion to include standard audit language in TRS-04-15. The motion passed unanimously by voice vote.**

Gary Hoscheid expressed concern regarding TRS 04-31, as the originals are kept in Pierre. He noted that it makes audits difficult if the information being audited is not kept in the office being audited.

**Gary Hoscheid moved and Gary Campbell seconded the motion to include standard audit language in TRS-04-31. The motion passed unanimously by voice vote.**

**Gary Hoscheid moved and Rich Sattgast seconded the motion to add the standard audit language to TRS 04-42. The motion passed unanimously by voice vote.**

**Rich Sattgast moved and Gary Hoscheid seconded the motion to adopt the current petition as amended. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-019.

### **South Dakota Human Services Center**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to add one record for the South Dakota Human Service Center having the record series number of HSC-693.

**Gary Hoscheid moved and Marvene Riis seconded the motion to adopt the current petition. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-020.

### **South Dakota Municipalities**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to update the South Dakota Municipalities Records Retention and Destruction Schedule (RRDS) with 418 records having the record series numbers of MUN-1 through MUN-418.

Marvene Riis requested clarification of a record series whose retention listing indicates that the records are subject to city or state archival screening. Mary Bisson explained that the City of Sioux Falls has an archivist and the language was added so either a city's or the state's archivist would review the respective records.

**Marvene Riis moved and Gary Hoscheid seconded the motion that the wording requiring the State Archivist to screen records be removed from the following records: MUN-297, MUN-313, MUN-330, MUN-348, MUN-349, MUN-352, and MUN365. The motion passed unanimously by voice vote.**

**Gary Hoscheid moved and Rich Sattgast seconded the motion to pass the current petition as amended. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-021.

### **South Dakota State University**

Deputy Commissioner Steve Stoneback asked the Board to consider the current petition to update the South Dakota State University Records Retention and Destruction Schedule (RRDS) with 176 records having the record series numbers of SDSU-1 through SDSU-176.

**Gary Hoscheid moved and Marvene Riis seconded the motion to adopt the current petition. The motion passed unanimously by voice vote.**

Steve Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 04-022.

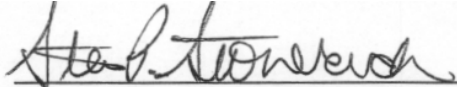
**Rich Sattgast moved and Gary Hoscheid seconded the motion to adjourn the meeting. The meeting adjourned at 1:59 p.m.**

Deputy Commissioner Steve Stoneback signed and dated the Petitions for Authority to Destroy Records.

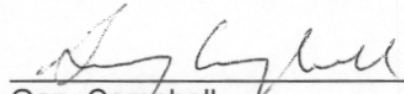
**Records Destruction Board Minutes**

**December 17, 2004**

Approval of the Minutes of the December 17, 2004 Records Destruction Board Meeting:

  
Steven Stoneback, Chairman

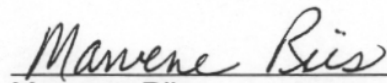
1-26-05  
Date

  
Gary Campbell

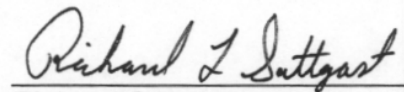
January 7, 2005  
Date

  
Gary Hoscheid

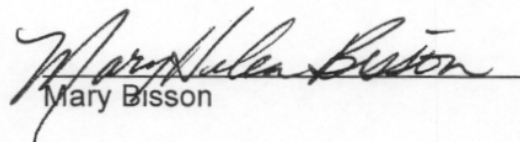
1-11-2005  
Date

  
Marvene Riis

1-18-2005  
Date

  
Richard Sattgast

1-24-2005  
Date

  
Mary Bisson

1-25-2005  
Date